

Posted: 6/26/2019

To: School Food Authorities
Subject: SFS-19-x137 State Attendance Factor

Attendance factors must be determined prior to the beginning of each school year. A School Food Authority (SFA) may use the annually-determined state attendance factor or may calculate a custom attendance factor. The attendance factor is the number found by dividing the total average daily attendance by the total enrollment.

If an SFA wishes to utilize a custom Attendance Factor, the “Attendance Factor” form must be completed. This form can be accessed from the CNP home page (<http://cnp.doe.louisiana.gov>) by clicking on 1) memos/resources/course registration, 2) School Food Service (SFS), 3) Forms, and 4) SFS Forms: General.

The attendance is based on the average attendance for the entire previous year or for a particular representative month from the previous school year.

The SY 2019-2020 state attendance factor is 94.12%.

Unless a Custom Attendance Factor is requested by a SFA, the default will be the State’s currently approved attendance factor, with the exception of Residential Child Care Institutions (RCCIs), which will have attendance factors set at 100%.

Refer to the CNP website for further information. The web address is <http://cnp.doe.louisiana.gov>.

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